

Legislative Management Committee Policy Governing Use of Committee Rooms in the House Building

(Adopted July 19, 2005)

Purpose.

Utah Code Section 36-5-1 defines the legislative area on Capitol Hill.

Authority.

This policy is authorized by Utah Code Section 36-5-1, directing the Legislative Management Committee to exercise complete jurisdiction over the legislative area, except those areas of responsibility given to the Capitol Preservation Board (CPB) as provided in Subsection 36-5-1(4)(a) through(f).

Scheduling

- (1) Beginning in the Spring of 2004, there are nine legislative committee rooms in the House Building as follows:

- (a) Committee Room W010
- (b) Committee Room W015
- (c) Committee Room W020
- (d) Committee Room W025
- (e) Committee Room W110
- (f) Committee Room W125
- (g) Committee Room W130
- (h) Committee Room W135
- (I) Committee Room W140

There are no legislative committee rooms in the East Building, and no legislative committee rooms in the State Capitol during the restoration of the Capitol.

- (2) Scheduling shall be as follows:

The Office of Legislative Research and General Counsel (OLRGC) will be the primary point of contact for the committee rooms for all these responsibilities. However, the organization noted will assist OLRGC in the scheduling and management responsibilities. These organizational directives will be in effect during the restoration of the State Capitol. The responsibilities include:

- (a) Opening and locking the rooms -- during the legislative session, the Sergeant of Arms will unlock the rooms in the morning and the Utah Highway Patrol will lock the rooms in the evening; during the rest of the year, OLRGC will unlock the rooms before scheduled meetings and lock the rooms after the meetings, and the Utah Highway Patrol, as part of its evening security check of the House Building, will check to assure that committee rooms are locked.
- (b) Making sure the physical area and tables and chairs are clean and in order - year round, CPB and Division of Facilities Maintenance (DFCM) will be responsible to vacuum, clean, and empty trash; and to make sure electrical plugs are connected or reconnected after cleaning. User will be responsible at the end of the meeting to remove all documents or papers that are of value.

- (c) Assuring that a phone is working for each room - OLRGC.
 - (d) Making sure that lights are working - CPB/DFCM.
 - (e) Making sure the sound amplification system is working - OLRGC.
 - (f) Ordering services as necessary to assure the cleanliness - Sergeant at Arms during the session and LRGC during the rest of the year.
 - (g) Working order of these rooms, and collecting any fee or security deposit - OLRGC.
- (3) Scheduling Priorities shall be as follows:
- (a) Legislative functions shall be given scheduling priority over other meetings in these committee rooms. If a legislative group has need for one of these committee rooms that has already been scheduled by a nonlegislative group, the legislative group shall be given the committee room and as much notice as possible shall be given to the nonlegislative group by the OLRGC scheduler so they may seek an alternative site.
 - (b) Except for legislative functions, committee rooms W010, W015, and W110 may not be reserved during legislative sessions and on legislative interim day which is usually the third Wednesday of each month from March through December.
 - (c) Committee rooms W020, W025, W125, W130, W135 and W140, are reserved for legislative use during the legislative sessions and on legislative interim day which is usually the third Wednesday of each month from March through December. However, these rooms may be reserved by public and private persons on those days, during times when legislative meetings are not scheduled.
 - (d) When not being used for a legislative function, committee rooms may be scheduled with OLRGC on a first-come, first-served basis:
 - (i) by all executive and judicial branch entities;
 - (ii) by other public or private persons or organizations; and
 - (iii) with the permission of the Speaker for W010, the House Minority Leader for W015, and the President of the Senate for W110, or the designee of each leader, for use on a non-session or non-interim day.

User Qualifications

Committee rooms are considered as public property and may be used to serve the public interest. In serving the public, the Legislative Management Committee does not condone the use of these rooms by individuals or groups for their own personal gain or monetary enhancement. To assure compliance with this policy, OLRGC in scheduling these committee rooms shall determine that one of the following criteria is met:

- (1) If the room reservation is made by a legislator or legislative staff for legislative use, no security deposit is required. If the room reservation is made by a member of the state executive branch or executive staff for executive branch use, or by a member of the state judicial branch or judicial staff for judicial branch use, the member shall provide the state inter-account billing codes as security and agree to pay for any damages sustained in using the room.
- (2) If the room reservation is made by any other person, the person requesting use of a committee room represents to OLRGC that the person reserving the room will make no

profit nor receive any monetary gain from the use of the room and the person requesting the room provides a valid credit card as a security deposit and agrees to pay for any damages sustained in using the room.

- (3) With a deposit of a credit card or state agency inter-account billing codes, any group not composed entirely of legislators, legislative staff, or staffed by one of the legislative staff offices may bring food and drink into any House committee room. However, any special cleaning required or damage to the committee rooms will be charged to the credit card or to the state executive branch or state judicial branch.
- (4) If satisfaction of the room reservation criteria is questioned or if any dispute arises concerning committee room use, the Speaker of the House of Representatives, the President of the Senate or their designees shall be consulted for their final approval or disapproval.

User Responsibilities

Any users of these committee rooms agree to the following responsibilities as a condition of use:

- (1) Tables may not be moved from their existing positions.
- (2) The microphones and electrical outlets plugged into the tables may not be removed from the tables or unplugged.
- (3) Adhesive material including tape, glue, paste, or putty may not be used on committee room walls, ceiling, windows, tables, or chairs.
- (4) The established State Fire Marshal occupancy limit for each room must be followed and may not be exceeded.
- (5) After use of each committee room, the user will reposition chairs into the regular committee meeting arrangement and dispose of all loose papers and litter.
- (6) The U.S. flag and the State flag provided with each committee room shall be displayed and treated in a respectful manner at all times. These flags may not be removed from the rooms.
- (7) Each committee room which has installed audio-visual and sound amplification equipment shall be used in an appropriate manner and should be left clean and in good condition after use and shall be powered off.
- (8) Except for tables used to serve food, no additional tables or chairs may be added to a committee room.
- (9) The approval of food or drink must be obtained from the OLRGC. Users who have food or drink are encouraged to use the on-site food service provider.

Technical Assistance

- (1) As provided in Subsections (2) and (3), OLRGC is responsible to give its best efforts in providing the following technical assistance when a committee room is used by the legislative, executive, or judicial branches only:
 - (a) integrity of the sound amplification system,
 - (b) interfacing the committee meeting to the computer network,
 - (c) set up any speaker phone connections to the committee room,
 - (d) any audio recording on the OLRGC file server, and

- (e) any broadcasting (Intranet) from these committee rooms.
- (2) At least 24 hours notice shall be given to OLRGC by the legislative, executive, and judicial branch using any of these committee rooms if any of these entities need the technical assistance provided under Subsection (1).
- (3) (a) There is no charge for technical assistance as provided in Subsection (1) for committee room use by the legislative branch.
(b) There is a \$50 base charge for the first hour and a \$50 per hour for any additional time spent for technical assistance as provided in Subsections (1) (b) through (e) for committee room use by the executive or judicial branch.
- (4) This technical service is not available to other public or private individuals or entities.

Physical Facilities

The Capitol Preservation Board, after consultation with and approval from the Legislative Management Committee, will be responsible for the design and installation of furnishings and equipment and the operating budget needs and any capital expenditures for these committee rooms.

Security Deposit

- (1) There is no charge for use of committee rooms by members of the Legislative, Executive, and Judicial Branch and their respective staffs, however, the Executive and Judicial Branches and their staffs shall be responsible to pay for any special cleaning charge or for damages sustained in using the committee room.
- (2) For any other user, public or private, a valid credit card is required as a security deposit to pay for any special cleaning charge or for damages sustained in using the committee room. The person reserving the committee room is responsible to pay for any damages.
- (3) Any special cleaning charge or charge for damages assessed shall be paid to CPB.

Responsibility for Rooms not listed

All rooms not included on this list will be the responsibility of the individual office or department of state government to whom the room belongs.

Future Modifications to the Rule

These policies will be reassessed in 2007 and 2008 as the Capitol Building and complex near completion.